

ERDBA Financial Guidelines for Travel Expenses

MANDATORY:

ALL expenses must be approved by the President and Treasurer PRIOR to travel.

Original receipts are required for all expenses to be reimbursed for proper recordkeeping.

Reimbursable Expenses - Travel expenses that are reimbursable include:

- a) Airfare - highly recommended that economy class flights be booked 30 days prior to travel to secure the best rates.
- b) Airline Baggage Fees - cost associated with one checked bag.
- c) Rail Transportation - the cost of railroad fare not to exceed the cost of the lowest applicable airfare.
- d) Taxis and Shuttle Services - expenses for taxis or shuttle services for travel between the airport or rail station to your hotel, between appointments, or between hotels and conference locations or business appointments. Obtain receipts for all such transportation.
- e) Automobile rentals - economy, compact, subcompact, or standard vehicles only. Do not use a rental vehicle when less expensive transportation is available.
- f) Expenses associated with baggage handling, storage, and tips.
- g) Lodging expenses up to \$200/day, stay in reasonably priced, commercial class hotels..
- h) Meal expenses up to \$65.00/day including taxes & tips.
- i) Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to your family.
- j) Transportation costs - mileage = 54 cents/mile per 2016 Federal Guidelines and tolls.
- k) Parking: Airport economy lots and hotel self-parking lot.
- l) Ride Sharing: If two or more individuals are traveling to the same location, it is recommended that the travelers share a ride.
- m) Miscellaneous Travel Expenses:

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense report must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, special fees for package deliveries, etc.

Non-reimbursable Expenses - Travel expenditures that are not reimbursable include:

- a) Additional travel insurance, travel accident insurance or trip cancellation premiums.
- b) Alcoholic beverages consumed as part of meal or otherwise while traveling.
- c) Insurance (both Collision Damage Waiver and Liability) from a car rental agency except when renting a vehicle outside of the United States (see Section G for more information about Insurance and Sections F for information about foreign travel).
- d) First Class airfare and additional expenses associated with the cost of first class airfare.
- e) Airline clubs.
- f) Childcare and babysitting expenses.
- g) Costs for personal medications.
- h) Costs incurred by your failure to cancel transportation or hotel reservations.
- i) Costs incurred by your spouse or other dependents traveling with you.
- j) Entertainment expenses, including movies in your hotel room.
- k) Gasoline expenses when the automobile mileage reimbursement rate is claimed.
- l) Hair styling and haircut expenses.
- m) Kennel/boarding expenses for pets.
- n) Laundry or dry cleaning expenses for trips less than one week.
- o) Magazines or newspaper expenses.
- p) Other expenses not directly related to the business purpose of the travel assignment.
- q) Costs incurred for parking or speeding tickets.

Payment and Documentation

Travelers must submit expense reports no more than (30) days after completion of travel and the following guidelines must be applied (see attached example):

- a) Receipts must be submitted for all expenses.
- b) Meal expenses must be itemized per meal on the expense report.
- c) When being reimbursed for mileage, only mileage relevant to conduct of business apply.
- d) Once all documentations are in order, reimbursement will be paid within 2 weeks of receipt.